



**United States District Court
District of Oregon Pretrial Services Office**

VACANCY ANNOUNCEMENT #ORPT-21-04

Position Title: **STUDENT INTERN (PAID/PART-TIME)**

Term of Employment: Temporary, Part-Time, 24 hours per week

Classification Level: Court Personnel System, CL 22
\$14.46 per hour (Full Time, Annual Salary \$30,091)

Position Location: U.S. Pretrial Services Office
Mark O Hatfield U.S. Courthouse
1000 SW Third Avenue, Suite 440
Portland, Oregon 97204-2802

Closing Date: June 4, 2021

THE POSITION

The United States Pretrial Services Office in the District of Oregon is focused on providing exceptional service to the Court, members of the legal community, and the general public. Currently, we are seeking applicants for temporary, part-time **Pretrial Services Technicians (aka Student Interns)** in our Portland, Oregon office. More than one position may be filled with this announcement.

Student Interns provide clerical and operational support to Pretrial Services Officers. Positions at this level perform lower-level administrative support duties such as inputting data, generating and reviewing reports, scanning, typing, filing, answering phones, and greeting visitors.

REPRESENTATIVE DUTIES

Provides office support and assistance for the administrative functions of the office which may include any or all of the following duties and responsibilities:

- Assists officers with administrative duties such as scanning, shredding, copying, filing, and conducting database searches, chronological entries, etc.
- Performs data entry functions.
- Assists in conducting criminal record checks through local/national law enforcement databases.
- Maintains chain of custody logs/files for drug testing.

- Performs reception duties such as greeting visitors/defendants in person and/or on the telephone and directing them to the appropriate staff member.
- Processes outgoing mail. Receives mail and routes to the appropriate staff member.
- Performs other duties as assigned.

GENERAL INFORMATION

- Work generally performed in an office setting. Professional business attire required.
- Some local travel may be required. A valid driver's license is required.
- Incumbent may have contact with persons with violent backgrounds.

QUALIFICATIONS

- Applicants must be high school graduate or equivalent.
- Applicants must be currently enrolled as part-time or full-time students pursuing an undergraduate degree in social work, criminal justice, criminology, psychology, sociology, human relations, or a related field of study. Proof of enrollment must be provided.
- Ability to communicate effectively both orally and in writing.
- Skill in using Windows-based personal computers and standard software applications such as word processing, spreadsheets, electronic mail, internet searches, etc.
- Familiarity with standard office equipment such as scanners, copy machines, and fax machines.
- Proficient typing and data entry skills.

In addition, the successful candidate should also possess the following abilities:

- Maintain confidentiality.
- Work in a team setting.
- Meet required deadlines and maintain case-related tracking systems.
- Maintain concentration despite interruptions.
- Strong knowledge of office procedures, practices, and processes.
- Extensive knowledge of proper grammar usage and the ability to edit efficiently.
- General knowledge of the criminal justice system and legal terminology.
- Ability to adapt to workplace changes.

APPLICATION PROCESS

To apply, submit the following:

1. [Federal Judicial Branch Application for Employment \(AO 78\)](#);
2. Letter of Interest (Cover Letter), which includes a narrative statement that addresses qualifications, skills and relevant experience;
3. Chronological Resume;
4. List of 3 Professional References with telephone and email contact information, or two letters of recommendation (from instructors, advisors, or recent employers); and
5. A copy of college transcripts (can be unofficial but must be up to date).

Please send application packet via email to **hr2@ord.uscourts.gov** in pdf form and include **"ORPT-21-04 Pretrial Services Tech, Portland"** in the subject line. All documentation should be combined into one pdf. Application forms are available on the District of Oregon's website at <http://www.ord.uscourts.gov> in fillable format. Please type or print all information and sign and date forms where indicated. **Incomplete packets will**

not be considered. Application packets should arrive at the Court no later than 4:30 pm on Friday, June 4, 2021.

Due to the volume of applications, the U.S. Pretrial Services Office will only communicate with individuals who are invited for interviews and only applicants who are interviewed will receive a written response regarding their application status. Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. Verification of employment, education, and reference checks will be made prior to any offer of employment. Benefit eligibility will be limited and depends on length of appointment.

CONDITIONS OF EMPLOYMENT

ABOUT U.S. DISTRICT COURT FOR THE DISTRICT OF OREGON

The United States Pretrial Services Office for the District of Oregon is an Equal Opportunity Employer.